

Wisconsin Department of Regulation & Licensing

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INSTRUCTION PACKET FOR APPROVAL OF FUNERAL DIRECTOR CONTINUING EDUCATION PROGRAM

To obtain program approval for Funeral Director continuing education programs, you must submit the attached applications. Completion of this application shall be submitted at least 30 days prior to course presentation. Mail applications to the address shown above. If you wish to send by special courier, you must use this address: Department of Regulation and Licensing, 1400 East Washington Avenue, Madison, Wisconsin 53703.

- Application for Program Approval (Form #1074):

Approval of a continuing education program, must relate to one or more of the following subject areas as set forth in sec. FD 4.04, Wis. Admin. Code:

1. Grief counseling or communication.
2. Professional conduct, business ethics or legal aspects specifically related to the profession.
3. Business management concepts relating specifically to delivery of services to a consumer.
4. Technical or practical aspects of the profession.

Please attach a course outline with your application.

- Application for Approval of Funeral Director Instructor (Form #2526):

An instructor should clearly meet one of the following qualifications as set forth in sec. FD 4.045, Wis. Admin. Code:

1. Be an instructor of funeral directing who is or has been engaged in the practice of teaching at an accredited institution of higher education.
2. Be a properly licensed or certified person for the 5 years immediately before becoming a continuing education instructor.
3. Be a person who, in the judgment of the department, is qualified by experience or education, or both, to supervise a course of study.

For the instructor's qualifications by experience or education to be adequately evaluated by the Department, sufficient information should be included in a resume attached to this application.

